
Medication Policy (Accessible)



August 2010

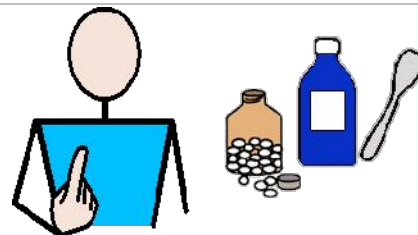
This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.

The complete policy statement can be found within the Medication Policy document available from the Admin Team at the Consortium Office.

Introduction

<p>This policy is about how Consortium staff will help people to take any medication they have safely.</p>	
<p>Consortium staff will always make sure that people agree to taking medication. This will be done with people's Doctors and Care Managers.</p>	
<p>The Consortium wants to support people to take their own medication.</p>	
<p>If they can't then Consortium staff will help and also look after their medication for them.</p>	
<p>Staff must be very careful with medication, they must:</p>	
<p>Make sure that the person gets the right medication from the chemist.</p>	
<p>Make sure the medication is locked away.</p>	
<p>Make sure that people get their medication on time.</p>	

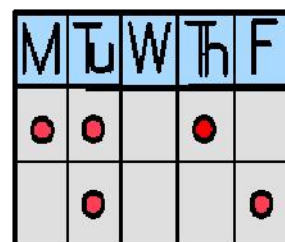
Make sure that the right medication is given to the right person.



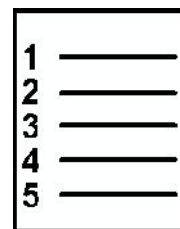
The policy has a lot of information about how to do all of these things.

Types of medication and recording

People have medication that the doctor has told them to take and it is taken at a specific time. This is called prescribed medication



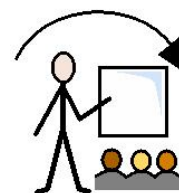
Some people have medication only when they need it in emergencies. This is called PRN medication. Staff will be trained and have instructions written down so that they know when this medication should be given


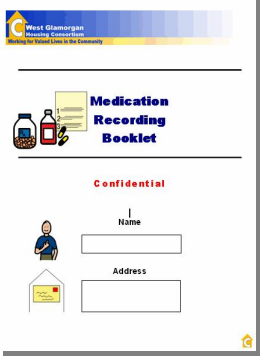
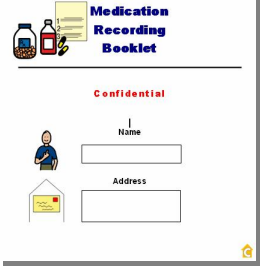




Sometimes medication that you can just buy in a shop is taken. This is called non-prescribed medication





The Consortium will help staff by giving them training.



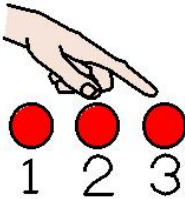


<p>Staff must also pass a test before they are allowed to help anyone with their medication.</p>	
<p>So that Consortium Managers can make sure that everything is happening properly staff have to write down what they do.</p>	
<p>The Consortium has given staff paper forms to fill out each day.</p>	
<p>All of the forms will be kept in a booklet, so that other people can see that medication is being dealt with properly.</p>	
<p>Consortium managers will check every month that staff are helping people with their medication safely and doing everything that the policy tells them to.</p>	

Giving medication


Staff need to make sure they haven't already had their medication

<p>They also need to wear gloves and wash their hands</p>	
<p>Staff should make sure medication does not go out of date</p>	

Getting medication from the doctor and keeping it

<p>Staff should count the medication to make sure there isn't any missing</p>	
<p>If staff need to take medication too then they should only have it in the safe cabinet when they are at work, it should not stay in there all the time</p>	
<p>When medication isn't used it should be taken back to the pharmacist and any personal information should be destroyed</p>	

Away from home

<p>Staff need to talk to people where the Service User is during the day to make sure they still get their medication</p>	
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